

**TO: BILL RENICK, MICHAEL BOYD, PEYTON PROSPERE,
KELLY RILEY, ARMERITA TELL, LEE A. MAYO, JOHN
SEWELL, ONNESTA CARTER, MICHAEL BENTLEY,
BARBARA ELLIOTT, WESLEY ELLIS, WANDA SMITH**

FROM: FELICIA GAVIN, DIRECTOR OF ADMINISTRATION

RE: CAPITAL FOR A DAY

DATE: NOVEMBER 20, 2001

This memo is to inform you of some key information as it relates to Capital for a Day in Bay St. Louis, Mississippi on November 27, 2001.

Location: The Depot
1928 Depot Way
Bay St. Louis, MS
(228) 463-7120

Time: 8:00 a. m. – 6:00 p. m.

Hotel Information: We will be staying at the Blue Meadow Inn. Due to the limited number of rooms available and given the fact that our travel money has been depleted; some staff members will be two per room. The rooms are reserved under each staff's name. See attached for directions. Due to budget constraints, please travel with at least one other staff member.

Lunch: All staff members will be responsible for their own meal.

Set Up: I will be there from 4-5 Monday afternoon to ensure that everything is set up.

Signage: Bentley, please bring and hang the Governor's Office banner.

Phone Lines: The phone lines requested will not be available due to technical issues, which means internet access will not be available. You should be prepared to use your cell phones.

If you have questions, give me a call at 359-3161. My cell number is 942-7653. Thanks.